

## Message Text

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ORIGIN ITFE-05

INFO OCT-01 EA-10 SSO-00 SS-15 HEW-06 OMB-01 AID-05 DHA-02

ORM-01 INR-07 NSC-05 PM-03 SCA-01 VO-03 INSE-00 ISO-00

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DRAFTED BY IATF:AKOBLER:CH

APPROVED BY IATF:JTAFT

IATF:PASKIN

IATF:BKELLY

S/S-O:JHOGANSON

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P R 120244Z JUL 75

FM SECSTATE WASHDC

TO CG CAMP PENDLETON CALIF PRIORITY

CG CAMP CHAFEE ARK PRIORITY

EGLIN AFB FLA PRIORITY

INDIANTOWN GAP MIL RESERVATION PENNA PRIORITY

INFO CINCPACREP GUAM/TTPI

ATTACHED LIST

UNCLAS STATE 164645

E.O. 11652, N/A

TAGS: SREF

SUBJECT: PROCEDURES FOR HANDLING NON-SPECIFIC SPONSORSHIP OFFERS

REF: STATE 158910

FOR: SENIOR CIVIL COORDINATOR

1. INTRODUCTION: REFTEL DESCRIBED PROGRAM FOR PROCESSING DIRECT-NAME SPONSORSHIP OFFERS RECEIVED BY IATF AND ENTERED IN ADP SYSTEM. THIS CABLE WILL SET DOWN PROCEDURES FOR HANDLING NON-SPECIFIC OFFERS.  
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2. PROBLEM: AS OF EARLY JULY, ABOUT 15,000 NON-SPECIFIC SPONSORSHIP OFFERS HAVE BEEN RECEIVED BY THE TASK FORCE. PARTS OF THESE LISTS HAVE ALREADY BEEN DISTRIBUTED TO SOME VOLAG HEADQUARTERS FOR THEIR USE IN DEVELOPING SPONSORSHIPS.

WHATEVER USE THE VOLAG HEADQUARTERS MAKE OF THESE LISTS, WE BELIEVE THAT THE TASK FORCE SHOULD MAKE A CONCERTED EFFORT OF ITS OWN TO DIRECTLY CONTACT EACH POTENTIAL SPONSOR TO INSURE THAT VALID OFFERS ARE NOT PASSED UP. SOME DUPLICATION OF EFFORT MAY RESULT, BUT WE ARE PERSUADED THAT IT IS BETTER THAT A POTENTIAL SPONSOR RECEIVE TWO OR THREE CALLS FROM INTERESTED PARTIES THAN NONE AT ALL.

3. OBJECTIVE: TO CONTACT EACH POTENTIAL SPONSOR ON THE COMPUTER LIST IN ORDER TO: A) CONFIRM THE OFFER; B) DEVELOP MORE INFORMATION ON EACH OFFER; C) INSURE THAT RESETTLEMENT AGENCIES ATTEMPT TO USE VALID OFFERS.

4. IMPLEMENTATION: FOLLOWING UP ON THE DISCUSSION AT THE JUNE 29 CIVIL COORDINATOR'S MEETING, WE HAVE DECIDED TO ASSIGN SPONSORSHIP OFFERS DIRECTLY TO CONUS CAMPS FOR PROCESSING. WE INTEND TO USE THE FOLLOWING GEOGRAPHIC DISTRIBUTION, ACCORDING TO THE LOCATION OF THE OFFER:

A. PENDLETON - CALIFORNIA, OREGON, WASHINGTON, IDAHO, MONTANA, WYOMING, COLORADO, UTAH, NEVADA, ARIZONA, NEW MEXICO, TEXAS, HAWAII, ALASKA.

B. EGLIN - ALABAMA, FLORIDA, GEORGIA, KENTUCKY, MISSISSIPPI, NORTH CAROLINA, SOUTH CAROLINA, TENNESSEE.

C. CHAFFEE - ARKANSAS, LOUISIANA, OKLAHOMA, IOWA, KANSAS, MISSOURI, NEBRASKA, NORTH DAKOTA, SOUTH DAKOTA.

D. INDIANTOWN GAP - CONNECTICUT, MAINE, MASSACHUSETTS, NEW HAMPSHIRE, RHODE ISLAND, VERMONT, NEW YORK, NEW JERSEY, DELAWARE, MARYLAND, PENNSYLVANIA, VIRGINIA, WEST VIRGINIA, DISTRICT OF COLUMBIA, ILLINOIS, INDIANA, MICHIGAN, MINNESOTA, OHIO, WISCONSIN.

5. WE APPROVE PENDLETON AND EGLIN PROPOSALS TO PERFORM UNCLASSIFIED

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THE INITIAL TELEPHONIC SCREENING OF THOSE NON-SPECIFIC OFFERS IN THEIR GEOGRAPHIC AREA NOTED ABOVE. FOR CHAFFEE AND INDIANTOWN GAP, IATF WASHINGTON WILL DO TELEPHONIC SCREENING AND THEN FORWARD COMPLETED INTERVIEW FORMS TO CAMPS FOR PROCESSING.

6. BELOW ARE THE PROCEDURES FOR HANDLING NON-SPECIFIC SPONSORSHIP OFFERS.

FOR IATF WASHINGTON, PENDLETON AND EGLIN:

A. DIVIDE SPONSORSHIP FILE INTO FOLLOWING PRIORITY CATEGORIES:

1. JOB & FULL SPONSORSHIP OFFERS

2. JOB OFFERS ONLY
3. GENERAL SPONSORSHIP
4. OTHER OFFERS

B. ASSIGN CASELOADS TO CASEWORKER ACCORDING TO PRIORITIES ABOVE.

C. CASEWORKER STUDIES INDIVIDUAL FILE AND CALLS POTENTIAL SPONSOR, COMPLETING ATTACHED QUESTIONNAIRE.

D. DEPT. OF LABOR REPRESENTATIVE WILL ASSIST CASEWORKER TO COMPLETE JOB CODING (ACCORDING TO DICTIONARY OF OCCUPATIONAL TITLES).

E. INTERVIEW QUESTIONNAIRE FORM REPRODUCED:

1. FOR WASHINGTON - 4 COPIES, ONE FOR IATF FILE, THREE FOR MAILING TO IGMR OR CHAFFEE VOLAG COORDINATOR;
2. FOR PENDLETON AND EGLIN - 3 COPIES FOR VOLAG COORDINATOR.

FOR PENDLETON, EGLIN, CHAFFEE AND IGMR:

F. CAMP VOLAG COORDINATOR ANALYZES OFFER AND ASSIGNS TO APPROPRIATE RESETTLEMENT AGENCY (VOLAG OR AUTHORIZED STATE/LOCAL GOVERNMENT). DOL REPRESENTATIVE WILL BE AVAILABLE TO PROVIDE TECHNICAL ASSISTANCE AND SUPPORT IN MATCHING REFUGEES WITH JOB OPPORTUNITIES.  
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G. VOLAG COORDINATOR WILL MONITOR AND KEEP RECORDS OF ACTION TAKEN ON THESE SPONSORSHIP OFFERS.

7. EVENTUALLY, WE WILL NEED TO UPDATE THE COMPUTER SPONSORSHIP FILE TO REFLECT ACTION TAKEN ON EACH CASE. ADP INSTRUCTIONS WILL FOLLOW IN SEPTTEL.

8. FOLLOWING IS STANDARDIZED QUESTIONNAIRE FORMAT TO BE USED AT ALL LOCATIONS:

NON-SPECIFIC SPONSORSHIP OFFER

DATE

CASE WORKER/LOCATION

SPONSOR ID NO.

NAME OF SPONSOR:

ADDRESS: ZIP

TELEPHONE - HOME: ( ) OFFICE: ( )

I. CONFIRMATION OF OFFER

A. ARE YOU STILL INTERESTED IN SPONSORSHIP? YES NO

B. IS YOUR CASE BEING PROCESSED BY A RESETTLEMENT  
AGENCY? YES NO

C. IF YES,  
AGENCY  
CAMP  
CURRENT STATUS OF CASE

D. WILL YOU BE PREPARED TO RECEIVE A REFUGEE(S) THE  
NEXT MONTH? YES NO

E. IF NO, WHEN?  
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II. DETAILS OF SPONSORSHIP OFFER

A. DESCRIPTION OF INDIVIDUAL/FAMILY TO BE SPONSORED

MAXIMUM NO. OF INDIVIDUALS

OTHER DETAILS (E.G., FAMILY COMPOSITION, AGE,  
LANGUAGE REQUIREMENTS, ETC.)

B. LODGING ARRANGEMENTS: YES NO  
LOCATION (SEPARATE FROM SPONSOR OR CO-LOCATED

PERMANENT TEMPORARY

DESCRIPTION (E.G. FOOD?)

C. EMPLOYMENT  
NO FIRM JOB IDENTIFIED, BUT WILL ASSIST IN JOB  
HUNTING

FIRM JOB OFFER

EMPLOYER'S NAME

ADDRESS

PHONE

TYPE OF BUSINESS

TITLE OF JOB OFFERED

DURATION

DOT CODE

TRAINING OFFERED OR ANTICIPATED

HOURS WORKED PER WEEK  
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PAY (\$ PER HR., MO. OR YEAR

SKILL REQUIRED

ENGLISH FLUENCY REQUIRED

EDUCATIONAL REQUIREMENT

BENEFITS: SOCIAL SECURITY:

HEALTH INSURANCE:

OTHER DETAILS OF JOB, INCLUDING UNUSUAL REQUIRE-  
MENTS

--FOR OFFERS OF DOMESTIC EMPLOYMENT:  
ARE FOOD AND LODGING INCLUDED IN WAGES?

IF YES, GIVE DETAILS (EXPLAIN FORMULA)

### III. SPONSOR PROFILE

A. FAMILY  
WIFE

CHILDREN

B. EMPLOYMENT

FIRM

POSITION

C. REFERENCES (BANK, EMPLOYER, CHURCH, CIVIC GROUP, ETC)

1. NAME

ADDRESS

TELEPHONE  
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2. NAME

ADDRESS

TELEPHONE

D. SPECIAL PROBLEMS ANTICIPATED (E.G. FINANCIAL,  
LANGUAGE, ETC.)

IV. ACTION

ACTION AGENCY

FILE UPDATED

ACTION TAKEN

9. THESE PROCEDURES SHOULD GO INTO EFFECT UPON RECEIPT OF  
THIS CABLE. INGERSOLL

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<< END OF DOCUMENT >>

## Message Attributes

**Automatic Decaptioning:** X  
**Capture Date:** 26 AUG 1999  
**Channel Indicators:** n/a  
**Current Classification:** UNCLASSIFIED  
**Concepts:** INSTRUCTIONS, REFUGEE RESETTLEMENT  
**Control Number:** n/a  
**Copy:** SINGLE  
**Draft Date:** 12 JUL 1975  
**Decaption Date:** 01 JAN 1960  
**Decaption Note:**  
**Disposition Action:** n/a  
**Disposition Approved on Date:**  
**Disposition Authority:** n/a  
**Disposition Case Number:** n/a  
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**Errors:** n/a  
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**Secure:** OPEN  
**Status:** <DBA CORRECTED> mcm 971016  
**Subject:** n/a  
**TAGS:** SREF, US, XC, SREF  
**To:** CG CAMP PENDLETON CALIF  
CG CAMP CHAFEE ARK  
EGLIN AFB FLA  
INDIANTOWN GAP MIL RESERVATION PENNA INFO CINCPACREP GUAM TTPI  
ATTACHED LIST  
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